

## DAPMIS Soldier's Instructions

### Introduction:

Thanks for participating in the Department of the Army Photo Management Information System (DAPMIS) application. Your participation and feedback is very valuable in the development of a quality product to be used by our soldiers around the world. **Until notified otherwise, you should continue mailing in hard copy photos using established procedures.**

### DAPMIS Web Site URL:

<https://isdrad15.hoffman.army.mil/dapmis/execute/ImageAcceptProlog> (notice that there's no WWW on the address)

It is important to understand that the review of the photo on the web page is optional. If you do not login to the web site to accept/reject your photo within three business days, the new photo will automatically be accepted as your DA Official Photo. This new photo will be exactly the same as the photo you previewed at the photo lab.

### System Requirements:

Internet Explorer (6.0 or higher)

### Photo upload process:

1. Start your web browser.
2. Go to the site listed  
(<https://isdrad15.hoffman.army.mil/dapmis/execute/ImageAcceptProlog>)
3. You will need to enter your **AKO login and password** in the security popup window.
4. You will now see the DAPMIS intro page. Press **Photo View**.
5. You will now see the **Photo View and Acceptance** screen.
6. It is here that you will either **Accept** or **Reject** the new photo to be your DA **Official Photo**
7. This process must take place in less than three days from the time that the photographer entered the photo into the system.

Note: After DAPMIS is fully operational and available for routine use, you will access DAPMIS through your AKO accounts.

Please keep in mind that unless you have previously **Accepted** a photo using DAPMIS, you will not be able to see your current DA **Official Photo**. What will be visible is the photo that will potentially become you **Official Photo** if you decide to **Accept** it.

### Feedback/Questions/Comments:

If you have any comments or questions please e-mail them to [dapmis@hoffman.army.mil](mailto:dapmis@hoffman.army.mil). We really would appreciate your feedback, positive or negative. The effectiveness of this application and future improvements will be determined based on your comments.